



SCHOOL ADMINISTRATOR

Characteristics of Work

This is professional work involved in coordinating and directing the administrative operation of one or more state schools or institutions. The work involves formulating plans and policies for educational, correctional, and/or vocational training and recommending implementation of proposed plans. The duties are usually performed under the general direction of an administrative superior.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Coordinates policies and programs of schools or institutions over which supervision is exercised.

Prepares programs and policies to be implemented in consultation with administrative superior.

Monitors and provides feedback to individual staff members in regard to their interaction with clients and other staff.

Monitors education programs and recommends changes where necessary to ensure objectives are met.

Ensures all requisite reports are completed in an acceptable and timely manner.

Ensures staff attendance at all requisite inservices and meetings.

Acts as liaison between institution, local educational agencies, court system, state agencies, and relatives in handling complaints; and provides explanation of programs, policies, and procedures.

Develops and implements the fiscal budget for school or institution.

Ensures school or institution meets state and federal guidelines related to education and maintains approved status.

Actively participates in all required inservices, professional meetings, and staff development programs.

Oversees the preparation of a professional development plan to ensure compliance with the Mississippi Department of Education accreditation standards.

Completes all appropriate documentation for maintaining approved status and teacher licensure.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Directs and supervises the overall daily operations of the Education Department.
2. Attends to the administrative functions of the Education Department.
3. Prepares and completes all paperwork requirements for the Mississippi Department of Education for continued licensure.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination:

While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to sit. The incumbent is occasionally required to stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

Class AA Administrator's License issued by the Mississippi Department of Education;

AND

Experience:

Five (5) years of experience in school administration and/or as a certified teacher.

Required Documentation: Applicant must attach a copy of his/her Class AA Certificate issued by the Mississippi Department of Education.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.